

Year 12 Business Studies

Work rate calendar (WRC) 2024

Term 1

All students are expected to participate in all online lessons and complete all assessment as outlined in this **Work rate calendar**.

Teachers may adjust topics, class work, assessment and submission dates. Adjustments will be communicated via QLearn or during lessons.

Assessment				
Supervised assessment		Summative exams are to be supervised by the student's official exam supervisor.		
Non-supervised assessment		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	22 Jan – 26 Jan	Unit 3: Module 5 – Financial procedures in business	Monday 22 January — Welcome calls for students: Prep – Year 12	Class activities Activities as advised by teacher
			Wednesday 24 January — Learning for success: Prep – Year 12	
			Friday 26 January — Australia Day Holiday	
			Module 5 overview Business sectors PowerPoint 1	
2	29 Jan – 2 Feb		Accounting reports PowerPoint 2	Class activities Activities as advised by teacher
			Managing and avoiding risk PowerPoint 3	
3	5 Feb – 9 Feb		Friday 9 February — Senior orientation day: Years 10–12	Class activities Activities as advised by teacher
			Petty cash procedures PowerPoint 4	
4	12 Feb – 16 Feb		Petty cash procedures PowerPoint 4	Class activities Activities as advised by teacher
			Cash budgets PowerPoint 5	
5	19 Feb – 23 Feb	Cash budgets PowerPoint 5	Class activities Activities as advised by teacher	
6	26 Feb – 1 Mar	Revision Preparation for Internal Assessment 1 (IA1)		
7	4 Mar – 8 Mar	Internal Assessment 1 (IA1) Short response exam – 90 minutes	IA1 Exam Due Tuesday 5 March 5:00 pm	
8	11 Mar – 15 Mar	Unit 3: Module 6 – International business	Module 6 overview PowerPoint 1	Class activities Activities as advised by teacher
			Cultural sensitivity PowerPoint 2	
9	18 Mar – 22 Mar		General international communication PowerPoint 3	Class activities Activities as advised by teacher
			Thursday 28 March — Cross country / Fun run: Prep – Year 12	
10	25 Mar – 29 Mar		Friday 29 March — Good Friday	Class activities Activities as advised by teacher
			Written communication PowerPoint 4	

Disclaimer: Information contained in this document is correct at time of publishing.

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Term 2

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Assessment				
Supervised assessment		Summative exams are to be supervised by the student's official exam supervisor.		
Non-supervised assessment		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	15 Apr – 19 Apr	Unit 3: Module 6 – International business	Face to face international communication PowerPoint 5	Class activities Activities as advised by teacher
2	22 Apr – 26 Apr		Thursday 25 April — Anzac Day Virtual teams PowerPoint 6	Class activities Activities as advised by teacher
3	29 Apr – 3 May		Internal Assessment 2 (IA2) Report and Podcast Work on Project	
4	6 May – 10 May		Monday 6 May — Labour Day Internal Assessment 2 (IA2) Report and Podcast Work on Project	IA2 Project Draft Due Monday 6 May 5:00 pm
5	13 May – 17 May	Unit 4: Module 7 – Planning an event	Event basics PowerPoint 1	IA2 Project Final Due Friday 17 May 5:00 pm
6	20 May – 24 May		Employment in events management PowerPoint 2 Concepts and themes PowerPoint 3	Class activities Activities as advised by teacher
7	27 May – 31 May		Event organisation PowerPoint 4 Event budgets PowerPoint 5	Class activities Activities as advised by teacher
8	3 Jun – 7 Jun		Event logistics PowerPoint 6 Marketing events in social media PowerPoint 7	Class activities Activities as advised by teacher
9	10 Jun – 14 Jun		Revision Preparation for Internal Assessment 1 (IA3)	
10	17 Jun – 21 Jun		Thursday 20 June — Senior formal: Year 12	IA3 Exam
			Friday 21 June — Athletics carnival / Sports day: Prep – Year 12 Internal Assessment 3 (IA3) Short response exam – 90 minutes	Due Wednesday 19 June 5:00 pm

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Term 3

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Assessment				
Supervised assessment		Summative exams are to be supervised by the student's official exam supervisor.		
Non-supervised assessment		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	8 Jul – 12 Jul	Unit 4: Module 8 – Managing people	Leadership styles PowerPoint 1	Class activities Activities as advised by teacher
2	15 Jul – 19 Jul		Managing change PowerPoint 2	Class activities Activities as advised by teacher
3	22 Jul – 26 Jul		Benefits and communication strategies PowerPoint 3	Class activities Activities as advised by teacher
4	29 Jul – 2 Aug		Leading a team – Ways of Working 1 PowerPoint 4	Class activities Activities as advised by teacher
5	5 Aug – 9 Aug		Leading a team – Ways of Working 2 PowerPoint 5	Class activities Activities as advised by teacher
6	12 Aug – 16 Aug		Wednesday 14 August — Royal Queensland (Ekka) Show Holiday Roles and skills in marketing PowerPoint 6	Class activities Activities as advised by teacher
7	19 Aug – 23 Aug		Internal Assessment 4 (IA4) Work on Assignment	
8	26 Aug – 30 Aug		Mock exams: Year 12 Monday 26 August – Thursday 29 August Friday 30 August — Student free day Internal Assessment 4 (IA4) Work on Assignment	
9	2 Sept – 6 Sept		Mock exams: Year 12 Monday 2 September – Friday 6 September Internal Assessment 4 (IA4) Work on Assignment	
10	9 Sept – 13 Sept		Friday 13 September — Connect excursion: Years 10–12 Internal Assessment 4 (IA4) Work on Assignment	IA4 Assignment Draft Due Wednesday 11 September 5:00 pm

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Term 4

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Assessment				
Supervised assessment		Summative exams are to be supervised by the student's official exam supervisor.		
Non-supervised assessment		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	30 Sept – 4 Oct	Unit 4: Module 8 – Managing people	Internal Assessment 4 (IA4) Work on Assignment	
2	7 Oct – 11 Oct		Monday 7 October — King's Birthday Holiday	IA4 Assignment Final Due Friday 11 October 5:00 pm
			Internal Assessment 4 (IA4) Work on Assignment	
3	14 Oct – 18 Oct			
4	21 Oct – 25 Oct		Exams: Year 12 Monday 21 October – Friday 25 October	
5	28 Oct – 1 Nov		Exams: Year 12 Monday 28 October – Friday 1 November	
6	4 Nov – 8 Nov		Exams: Year 12 Monday 4 November – Friday 8 November	
7	11 Nov – 15 Nov	Exams: Year 12 Monday 11 November – Wednesday 13 November Thursday 14 November — Graduation: Year 12 Friday 15 November — Final day: Year 12		
8	18 Nov – 22 Nov			
9	25 Nov – 29 Nov			
10	2 Dec – 6 Dec			
11	9 Dec – 13 Dec			